



GREATER BOSTON FEDERAL EXECUTIVE BOARD

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OCTOBER 1, 2005

MEMORANDUM TO ALL GREATER BOSTON FEDERAL AGENCY HEADS

From: S:// Diane P. LeBlanc, Chair

Re: Greater Boston Federal Executive Board (GBFEB) 2006
Emergency Decision and Notification (Weather) Guidance

Attached for your information is the GBFEB's annual emergency decision and notification guidance relating to inclement weather. Please review carefully and inform your employees of your agency's internal policy and procedures in order to avoid confusion during the upcoming winter season.

We remind you that the GBFEB offers this as a service to the local Federal community. During snow and other weather-related emergencies, we make a *recommendation* to agency heads regarding the status of local Federal operations. This recommendation is based on detailed information collected from a variety of subject-matter experts, including law enforcement, emergency management and public safety officials as well as the National Weather Service. These experts, in cooperation with the GBFEB leadership, make the recommendation collectively and offer it to the local Federal leadership for use in decision-making.

The Federal government is never closed. What may happen is that individual agencies may determine that it is in the best interests of its employees to delay opening, dismiss early or close. Our recommendation will ensure that you are equipped with up-to-date, accurate and consistent information prior to making these challenging decisions.

Please note that it is the responsibility of each local agency head to decide whether or not to utilize the recommendation, to make a decision regarding your workplace *and* for communicating your agency's status to your employees.

The GBFEB's guidance is consistent with that of the U.S. Office of Personnel Management (OPM.) We aim to limit the disruption of the delivery of essential government services while ensuring the safety of Federal employees. To that end, our guidance, and OPM's, suggests more flexibility and use of unscheduled leave during emergency weather conditions. (OPM's policy can be found at www.opm.gov.)

Thank you in advance for your cooperation.

Att.

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